

Internship Introduction Letter

Date: [Insert Date]

To whom it may concern,

I am writing to introduce [Intern's Name], a student from [University/College Name], who is seeking an internship opportunity with your organization.

[Intern's Name] is pursuing a degree in [Degree Name] and has shown exceptional skills in [Relevant Skills/Subjects]. They are eager to gain practical experience and contribute to your team.

We believe that an internship with your organization will provide [Intern's Name] with invaluable insights and experience while also contributing positively to your projects.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]